

**Benton Township Board**  
Unionville Senior Center  
7616 East State Road 45 Unionville, IN 47468

## **Meeting Notes for Feb 14, 2024**

### **Attendees:**

Michelle Bright - Benton Township Trustee  
Joe Husk - Board Chair  
Jake Dodds - Board Secretary  
Sean McInerney - Board Member

- **Meeting called to order 6:39pm**
  
- **Approval of Minutes**  
A motion to approve the meeting notes from January 10th, 2024 was made (McInerney) and seconded (Dodds). Motion was approved unanimously.

### **REPORTS**

- **Financial Report**  
The board received copies and Trustee Bright read aloud for review, the Financial Reports for January 2024. (A summary of this report is attached to this document.)
  - Balances from December 2023 and January 2024 vary due to a processing error from the board's 2023 approved rainy day fund transfer of 15% of our township general funds. This could potentially show two funds transfers for the same year. Trustee Bright spoke with the State Board of Accounts to resolve the issue and has documented the recommended fix in case of further questions at a later time.
  - A final refund for bank fees from January was deposited and the discrepancy is now resolved.

The board had no questions regarding the Financial Report. A Motion was made for approval of the January 2024 Financial reports (McInerney) and seconded (Dodds). Motion was approved unanimously.

- **Trustee's Report**

The Trustee's Report was read aloud by Trustee Bright.

- Trustee Bright reached will meet with the DLGF representative on Thursday February 22 regarding Benton Townships' Local Income Tax (LIT) figures. Chair Husk plans to also attend the meeting.
- The State Board of Accounts has asked for new items in the annual engagement. New items include submitting the process for receiving mowing bids and a personnel policy. The trustee collected a travel, credit card, nepotism, internal controls policies etc. and submitted these to the State Board of Accounts.
- There are no updates for the Senior Center
- Danny Smith Park has been invited to our March meeting to discuss any funding needs for the upcoming season. The park provided their E1 form that was submitted to the State Board of accounts.
- Mowing bid requests will be taking place for the cemeteries maintained by the board in the next several weeks.
- The next meeting will be Wednesday March 20th. This meeting is off cycle due to spring break. Typically we discuss township assistance guidelines in this meeting and we will be able write off uncashed checks that are over 2 years old.

The board had no questions regarding the Trustees' Report. A motion was made to approve the Trustees' report (McInerney) and seconded (Dodds). The motion was passed unanimously.

- **Township Assistance Report**

The board received copies of and Trustee Bright read aloud for review, the Township Assistance Reports for January 2024. The report was submitted by office manager Mary McInerney. (A summary of this report is attached to this document.)

The board had no further questions regarding the Township Assistance Reports for January 2024. A motion was made to approve the Township Assistance reports for

January 2024 (McInerney) and seconded (Dodds). The motion was passed unanimously.

### **OLD BUSINESS**

- There was no Old Business at this meeting

### **NEW BUSINESS**

- **2023 Annual Report**

Trustee Bright submitted and read aloud a high level overview summary of the 2023 Annual report. The board received the annual report in advance from Trustee Bright and had been able to review the document before the meeting.

- Board member Dodds asked about the changes in lighting that Danny Smith Park has made with our contribution from 2023. Trustee Bright presented the receipt from Danny Smith Park for the work they had done, but it didn't give us any specific information as to which fields had received upgraded lighting. It did clarify that some 23 bulbs had been upgraded.
  - The board signed a document stating that we have received and accepted the Trustees' 2023 annual report. The report was accepted unanimously.
- **2024 Transfer of funds to our "Rainy Day Fund"**

The trustee noted that 2024 is the last year we are able to transfer a larger amount of 15%. Future years this balance will be capped at 10%

    - A transfer of 15% or (\$17,250.00) of our approved township general fund was submitted for review. The board had no further questions regarding the transfer of funds from the township general fund to the rainy day fund. A motion was made to approve the rainy day fund transfer (McInerney) and seconded (Dodds). The motion was passed unanimously.

### **PUBLIC COMMENT**

There was no public comment at this meeting.

### **ADJOURNMENT**

Seeing no public comment. At 7:15pm Chair Husk asked for a motion to adjourn (McInerney) seconded (Dodds). The motion was passed unanimously.

**FINANCIAL REPORT**

<b>OCTOBER 2023</b>	<b>2023 Budget</b>	<b>Month to date Expense</b>	<b>Year to date Expense</b>	<b>Remaining Approved Budget</b>	<b>Cash Balance</b>	<b>Deposits</b>	<b>Local Income Tax</b>	<b>Trust Indiana</b>
Rainy Day Fund	\$ 10,000.00	\$ -	\$ 6,305.00	\$ 3,695.00	\$ 52,894.64	\$ -	\$ -	\$ 205.52
Township Fund	\$ 87,500.00	\$ 2,519.29	\$ 68,506.49	\$ 18,993.51	\$ 294,434.25	\$ -	\$ 4,360.08	\$ 1,053.96
Welfare Admin/Direct Asst	\$ 40,000.00	\$ 1,144.41	\$ 14,247.83	\$ 25,752.17	\$ 76,565.26	\$ -	\$ -	\$ 373.99
Recreation Fund	\$ 12,500.00	\$ 784.97	\$ 10,468.87	\$ 2,031.13	\$ 5,982.61	\$ -	\$ -	\$ 23.41
COVID Donation Fund	N/A	\$ -	\$ -	N/A	\$ 510.68	\$ -	\$ -	\$ -
Township Donation Fund	N/A	\$ -	\$ 78.62	N/A	\$ 0.83	\$ -	\$ -	\$ -
Volunteer Fire Dept Donation Fund	N/A	\$ -	\$ -	N/A	\$ 3,378.70	\$ -	\$ -	\$ -
<b>TOTALS</b>					<b>\$ 433,766.97</b>	<b>\$ -</b>	<b>\$ 4,360.08</b>	<b>\$ 1,656.88</b>

<b>NOVEMBER 2023</b>	<b>2023 Budget</b>	<b>Month to date Expense</b>	<b>Year to date Expense</b>	<b>Remaining Approved Budget</b>	<b>Cash Balance</b>	<b>Deposits</b>	<b>Local Income Tax</b>	<b>Trust Indiana</b>
Rainy Day Fund	\$ 10,000.00	\$ -	\$ 6,305.00	\$ 3,695.00	\$ 53,095.47	\$ -	\$ -	\$ 200.83
Township Fund	\$ 87,500.00	\$ 2,976.26	\$ 71,482.75	\$ 16,017.25	\$ 296,848.45	\$ 80.40	\$ 4,360.08	\$ 1,029.98
Welfare Admin/Direct Asst	\$ 40,000.00	\$ 993.24	\$ 15,241.07	\$ 24,758.93	\$ 75,937.46	\$ -	\$ -	\$ 365.44
Recreation Fund	\$ 12,500.00	\$ 290.62	\$ 10,759.49	\$ 1,740.51	\$ 5,714.87	\$ -	\$ -	\$ 22.88
COVID Donation Fund	N/A	\$ -	\$ -	N/A	\$ 510.68	\$ -	\$ -	\$ -
Township Donation Fund	N/A	\$ -	\$ 78.62	N/A	\$ 81.83	\$ -	\$ -	\$ -
Volunteer Fire Dept Donation Fund	N/A	\$ -	\$ -	N/A	\$ 3,378.70	\$ -	\$ -	\$ -
<b>TOTALS</b>					<b>\$ 435,567.46</b>	<b>\$ 80.40</b>	<b>\$ 4,360.08</b>	<b>\$ 1,619.13</b>

<b>DECEMBER 2023</b>	<b>2023 Budget</b>	<b>Month to date Expense</b>	<b>Year to date Expense</b>	<b>Remaining Approved Budget</b>	<b>Cash Balance</b>	<b>Deposits</b>	<b>Local Income Tax</b>	<b>Trust Indiana</b>	<b>General Property Tax</b>	<b>License Excise Tax</b>	<b>Comm Veh Excise Tax</b>
Rainy Day Fund	\$ 10,000.00	\$ -	\$ 6,305.00	\$ 3,695.00	\$ 53,304.05	\$ -	\$ -	\$ 208.58	\$ -	\$ -	\$ -
Township Fund	\$ 87,500.00	\$ 9,401.63	\$ 80,884.38	\$ 6,615.62	\$ 300,883.72	\$ 245.00	\$ 4,360.12	\$ 1,069.61	\$ 9,551.77	\$ 711.11	\$ 750.77
Welfare Admin/Direct Asst	\$ 40,000.00	\$ 2,560.33	\$ 17,801.40	\$ 22,198.60	\$ 77,479.57	\$ -	\$ -	\$ 379.52	\$ 3,228.77	\$ 240.37	\$ 253.78
Recreation Fund	\$ 12,500.00	\$ 179.23	\$ 10,938.72	\$ 1,561.28	\$ 6,490.19	\$ -	\$ -	\$ 23.82	\$ 807.19	\$ 60.09	\$ 63.45
COVID Donation Fund	N/A	\$ 60.46	\$ 60.46	N/A	\$ 450.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Township Donation Fund	N/A	\$ -	\$ 78.62	N/A	\$ 81.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Volunteer Fire Dept Donation Fund	N/A	\$ -	\$ -	N/A	\$ 3,378.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>					<b>\$ 442,068.28</b>	<b>\$ 245.00</b>	<b>\$ 4,360.12</b>	<b>\$ 1,681.53</b>	<b>\$ 13,587.73</b>	<b>\$ 1,011.57</b>	<b>\$ 1,068.00</b>

<b>JANUARY 2024</b>	<b>2024 Budget</b>	<b>Month to date Expense</b>	<b>Year to date Expense</b>	<b>Remaining Approved Budget</b>	<b>Cash Balance</b>	<b>Deposits</b>	<b>Local Income Tax</b>	<b>Trust Indiana</b>
Rainy Day Fund	\$ -	\$ -	\$ -	\$ -	\$ 66,263.50	\$ -	\$ -	\$ 209.45
Township Fund	\$ 80,000.00	\$ 2,843.43	\$ 2,843.43	\$ 77,156.57	\$ 288,484.72	\$ 4.00	\$ 2,116.25	\$ 1,074.18
Welfare Admin/Direct Asst	\$ 30,000.00	\$ 154.57	\$ 154.57	\$ 29,845.43	\$ 77,056.15	\$ -	\$ -	\$ 381.15
Recreation Fund	\$ 5,000.00	\$ 257.75	\$ 257.75	\$ 4,742.25	\$ 6,256.31	\$ -	\$ -	\$ 23.87
COVID Donation Fund	N/A	\$ -	\$ -	N/A	\$ 450.22	\$ -	\$ -	\$ -
Township Donation Fund	N/A	\$ -	\$ -	N/A	\$ 81.83	\$ -	\$ -	\$ -
Volunteer Fire Dept Donation Fund	N/A	\$ -	\$ -	N/A	\$ 3,378.70	\$ -	\$ -	\$ -
<b>TOTALS</b>					<b>\$ 441,971.43</b>	<b>\$ 4.00</b>	<b>\$ 2,116.25</b>	<b>\$ 1,688.65</b>

2024 Additional Appropriations

2024 Transfer to Rainy Day (15% of Jan 1 budget)

# Township Assistance Report

## January 2024

### **Benton Township, Monroe County, IN**

1. The office received a call from a foster care case manager about a client in our township transitioning from the foster care program into adulthood responsibilities including paying rent. They were requesting rental assistance for one person in a multi-person household. It was explained that rental responsibilities for our application process includes all members of the household.
2. The trustee received communication from the Monroe County Veteran's Affairs Office regarding an assistance application for a Benton Township resident. A discussion was had, regarding possible services for an ongoing client, also a veteran.
3. One application was requested with no further contact and three potential applicants were referred to their correct township trustee offices.
4. Expired smoke detectors were replaced in the Unionville Senior Center with the help of the Monroe County Fire District personnel.
5. An out of state resident called looking for assistance locating two graves. The caller wanted to know if 2 relatives were buried in Township cemeteries and what information is on the headstones. After research by Michelle, the relatives were not located in Benton Township Trustee cemeteries. Both office documentation and online resources were used to research this issue.